



MESSAGES OF THE PRESIDENT
JOSE P. LAUREL
1943-1945

BOOK 2 | VOLUME 5
Administrative Orders

OFFICE OF THE CHAIRMAN OF THE EXECUTIVE
COMMISSION
MALACAÑAN PALACE
BY THE CHAIRMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 1
CREATING A COMMITTEE TO STUDY AND SUBMIT RECOMMENDATIONS ON THE
REDUCTION OF THE NUMBER OF PROVINCES.

In line with the policy to have a simpler governmental structure and to effect more economy in the expenditure of government funds, it may be necessary to reduce the number of provinces. To this end, a Committee is hereby created composed of the following:

Mr. Amando Bolaño, Assistant Director of the Bureau of Local Governments, Chairman.

Mr. Isaias Fernando, Assistant Director of the Bureau of Public Works, member.

Mr. Crispin Llamado, Assistant to the Commissioner of Finance, member.

The Committee shall look into the advisability of combining two or more provinces, of adding a part of one province to another, and of making such changes in the boundaries of the provinces as would carry out the purpose above referred to and best serve the public interest. It shall also make a recommendation as to what shall be the provincial capitals of the reorganized provinces.

The Committee shall submit its report and recommendations not later than July 15, 1942.

Done in the City of Manila, Philippines, this 29th day of June, 1942.

(Sgd.) JORGE B. VARGAS
Chairman of the Executive Commission

Source: Office of the Solicitor General Library

OFFICE OF THE CHAIRMAN OF THE EXECUTIVE
COMMISSION
MALACAÑAN PALACE
BY THE CHAIRMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 2

REQUIRING THE AUDITOR GENERAL AND DIRECTOR OF THE BUDGET TO ATTEST ALL BUYERS' OR LETTER ORDERS.

To attain more effectively the purpose for which existing executive orders concerning contracts for public services or for the supply of articles, materials or equipment needed for public use were promulgated, the following instructions are hereby issued for the guidance and compliance of all concerned:

- (1) All buyers' or letter orders of the Bureau of Purchase and Supply in connection with the results of public biddings or direct canvass in appropriate and exceptional cases, regardless of the amount involved in each individual case, shall hereafter be attested by the Auditor General and Director of the Budget, or his duly authorized representative, before such orders are issued to the dealers or contractors concerned or forwarded to the Office of the Chairman of the Executive Commission for approval, as the case may be.
- (2) In any case in which the Auditor General and Director of the Budget believes that a proposed award is inconsistent with an existing rule or regulation or detrimental to the public interest, he shall forward the buyers' order or letter order thereof to the Office of the Chairman of the Executive Commission together with his comment and recommendation thereon.
- (3) To avoid delay in the issuance of buyers' orders and letter orders, the Auditor General and Director of the Budget is hereby enjoined to act on such orders immediately upon receipt of the same.

Done at the City of Manila, Philippines, this 14th day of September, 1942.

(Sgd.) JORGE B. VARGAS
Chairman of the Executive Commission

Source: Office of the Solicitor General Library

OFFICE OF THE CHAIRMAN OF THE
EXECUTIVE COMMISSION
MALACAÑAN PALACE
BY THE CHAIRMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 3

EMPOWERING THE COMMISSIONERS CONCERNED TO ASSUME THE POWERS AND DUTIES OF THE BOARD ON DOCUMENTS WITHIN THEIR RESPECTIVE DEPARTMENTS.

The Board on Documents having been abolished, the powers and duties thereof shall henceforth be assumed and exercised by the Commissioners concerned with respect to the documents, public records and papers belonging to the different bureaus and offices under their respective Departments.

Before determining whether certain documents, public records and papers should be destroyed pursuant hereto, the Commissioner concerned may, if in his judgment there is need for the same, obtain the opinion of the Director of National Library as to whether such documents, public records and papers have such artistic, historical, or commemorative value as may warrant their preservation.

Done in the City of Manila, Philippines, this 29th day of September, 1942.

(Sgd.) JORGE B. VARGAS
Chairman of the Executive Commission

Source: Office of the Solicitor General Library

OFFICE OF THE CHAIRMAN OF THE
EXECUTIVE COMMISSION
MALACAÑAN PALACE
BY THE CHAIRMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 4

EMPOWERING THE COMMISSIONER OF PUBLIC WORKS AND COMMUNICATIONS TO ASSUME THE POWERS, DUTIES, AND FUNCTIONS OF CERTAIN BOARDS UNDER THE JURISDICTION OF THE DEPARTMENT OF PUBLIC WORKS AND COMMUNICATIONS.

The District Board of the Metropolitan Water District, the Toll Bridge Board, the Irrigation Council, and the National Markets and Waterworks Board having been abolished, the powers, duties, and functions thereof shall henceforth be assumed and exercised by the Commissioner of Public Works and Communications as far as the same may be practicable and consistent with the present circumstances.

Done in the City of Manila, Philippines, this 30th day of September, 1942.

(Sgd.) JORGE B. VARGAS
Chairman of the Executive Commission

Source: Office of the Solicitor General Library

OFFICE OF THE CHAIRMAN OF THE
EXECUTIVE COMMISSION
MALACAÑAN PALACE
BY THE CHAIRMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 5

EMPOWERING THE COMMISSIONER OF PUBLIC WORKS AND COMMUNICATIONS TO ASSUME CERTAIN POWERS, DUTIES AND FUNCTIONS VESTED IN THE NATIONAL POWER BOARD.

The National Power Board created under Commonwealth Act No. 120 having been abolished, the powers, duties and functions vested in said Board under Section 9 of said Act shall henceforth be assumed and exercised by the Commissioner of Public Works and Communications.

Done in the City of Manila, Philippines, this 30th day of September, 1942.

(Sgd.) JORGE B. VARGAS
Chairman of the Executive Commission

Source: Office of the Solicitor General Library

OFFICE OF THE CHAIRMAN OF THE
EXECUTIVE COMMISSION
MALACAÑAN PALACE
BY THE CHAIRMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 6

AUTHORIZING THE BUREAU OF PRINTING TO DISTRIBUTE FREE OF CHARGE COPIES OF THE CENSUS VOLUMES I, II, III AND V TO THE DEPARTMENTS, BUREAUS AND OFFICES OF THE CENTRAL ADMINISTRATIVE ORGANIZATION.

The Bureau of Printing is hereby authorized to distribute free of charge one set of the census volumes Nos. I, II, III and V to any department, bureau or office of the Central Administrative Organization including the Judicial Courts. Any bureau or office that may need more than one set of said census volumes should apply to the Office of the Executive Secretary to the Commission, through the Auditor General and Director of the Budget, for authority to secure the additional copy or copies free of charge.

All census volumes transferred without cost in pursuance of this Order shall nevertheless be taken up in the accounts of the bureau or office concerned at the value shown in the books of the Bureau of Printing in whose corresponding invoice such value shall be reflected.

Provinces, cities, municipalities and government-owned or controlled corporations which desire to requisition for the census volumes mentioned above shall be charged at the usual selling price therefor.

Done in the City of Manila, Philippines, this 12th day of October, 1942.

(Sgd.) JORGE B. VARGAS
Chairman of the Executive Commission

Source: Office of the Solicitor General Library

OFFICE OF THE CHAIRMAN OF THE
EXECUTIVE COMMISSION
MALACAÑAN PALACE
BY THE CHAIEMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 7

ESTABLISHING THE GOVERNMENT EMPLOYEES TRAINING INSTITUTE

To provide appropriate training for the employees of the different departments, bureaus, and offices of the Central Administrative Organization, including the Judicial Courts, and the provincial and city governments, that would better fit them for the proper performance of their duties under the New Order, the establishment in the City of Manila of a school for the training of government employees in accordance with the provisions hereof is hereby ordered:

1. *Name of the school.*—The school shall be called “The Government Employees Training Institute.”

2. *Administration.*—The Executive Secretary to the Commission shall, on behalf of the Chairman of the Executive Commission, exercise administrative control and supervision over the Institute. The Chief of the Civil Service shall act as its Director and he will be assisted by a Superintendent and an Educational Adviser. The Director of the Institute, with the approval of the Executive Secretary to the Commission, is authorized to secure the services of any official of any department, bureau, office, branch, instrumentality or agency of the Central Administrative Organization including the Judicial Courts, as instructor or lecturer of the Institute. All officials and employees of the departments, bureaus, offices, branches, instrumentalities or agencies of the Central Administrative Organization including the Judicial Courts are hereby enjoined to extend to the Institute every possible assistance and cooperation that may be requested of them by the said officers of the Institute.

3. *Objectives.*—The Institute shall pursue the following objectives:

- (1) To rejuvenate the employees spiritually, morally, and physically;
- (2) To develop the spirit of wholehearted cooperation with the Administration in its program to reconstruct the New Philippines and to make it a worthy member of the Greater East Asia Co-Prosperity Sphere;
- (3) To train the employees in the efficient and economical administration of the public services;
- (4) To instill in the employees a high sense of honesty, to encourage the practice of simple and frugal living, and to develop endurance of hard work.

4. *Duration of the course.*—The course shall last for a term of eight (8) weeks. The first term shall open on Monday, October 19, 1942, and shall close on Saturday, December 12, 1942. The inclusive dates of subsequent terms shall be announced in due time.

5. *Curriculum of instruction.*—The course of study in the Institute shall consist of the following:

1. General Information Concerning Japan,
2. Public Service Administration,
3. Japanese Language,
4. Philippine Culture,
5. Music (Japanese and Filipino songs),
6. Physical Culture, and
7. Lectures on various topics relating to the New Order, the intentions of Nippon waging the Greater East Asia Co Prosperity Sphere, the establishment of th New Philippines, and others.

6. *Number of trainees: quota of each bureau office, province or chartered city.*—There will be a total of 200 trainees for each term. Each department, bureau or office of the Central Administrative Organization, including the Judicial Courts, and every province or city shall send to the Institute for each training term the number of employees indicated in the attached Appendix.

7. *Selection of the trainees.*—The trainees shall be selected by the Commissioners of Departments from the chiefs and assistant chiefs of divisions chiefs of sections, and other employees occupying positions of the latter or higher rank, in the different bureaus, offices, provinces, and cities under their respective departments. Only male employees, not over forty-five years old, may be selected for scholarship in the Institute.

8. *Trainees to be quartered.*—All trainees shall be required to live in quarters that will be provided for them at the premises of the Institute for the entire training period, during which time they shall be required to observe disciplinary rules and regulations which shall be prescribed by the Director of the Institute with the approval of the Executive Secretary to the Commission.

9. *What trainees should bring.*—Every employee that may be designated to take a course in the Institute should bring with him for presentation to the Director of the Institute an appropriate credential signed by the respective Commissioner of Department stating that the bearer thereof has been selected for scholarship in the Institute. Such credential should also show the name, age, residence, position, and annual salary of the employee concerned. He should also bring with him to the Institute at least the following:

3 Pants, 2 long and 1 short, khaki; 3 Shirts, long sleeves, khaki;

1 Hat, khaki, soft;

2 Pairs of shoes, any color, preferably tan;

3 Pairs of socks;

4 Handkerchiefs;

3 Sets of underwear;

1 Set of toilet articles;

1 Set of bedding: 1 mat, 2 bed sheets, 1 pillow, 2 pillow cases, 1 blanket, and 1 mosquito bar;

1 Spoon

1 Tea spoon

1 Fork

1 Table knife; and

2 Table napkins.

10. *Registration for the first term.*—The registration of the trainees for the first training term shall take place during the prescribed office hours on October 16 and 17 1942, in the office of the Executive Officer and Registrar at the premises of the Institute.

11. *Payment of salaries, traveling expenses and board of the trainees.*—The salaries of the trainees during the period of their training, including the time spent in traveling from their residences to Manila in the case of those that come from the provinces and chartered cities other than Manila; their traveling expenses in going to the Institute and in returning to their stations after the training; and the actual cost of their board during their stay in the Institute not to exceed PI per day for each trainee shall be paid by the bureau, office, province or city in which they are respectively employed.

Done in the City of Manila, Philippines, this 15th day of October, 1942.

(Sgd.) Jorge B. Vargas

Chairman of the Executive Commission

Reference: APPENDIX A (QUOTA OF TRAINEES FOR EACH BUREAU, OFFICE, PROVINCE AND CHARTERED CITY)

Source: Office of the Solicitor General Library

OFFICE OF THE CHAIRMAN OF THE
EXECUTIVE COMMISSION
MALACANAN PALACE
BY THE CHAIRMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 8

CREATING A COMMITTEE TO TAKE CHARGE OF THE REPAIR OF THE BAMBOO ORGAN IN
THE PARISH CHURCH OF LAS PIÑAS, RIZAL.

The historic bamboo organ in the parish church of Las Piñas, Rizal, is in need of immediate repair. An invaluable relic of Philippine history, this unique work of art and craftsmanship properly belongs to the nation at large and therefore the Philippine Executive Commission is taking the necessary steps to have it repaired and kept in good condition.

To this end, a Committee is hereby created composed of the following:

Hon. Claro M. Recto, Commissioner of Education, Health and Public Welfare	Chairman
Hon. Guillermo Gomez, Assistant Commissioner of Finance	Member
Mr. Eulogio B. Rodriguez, Director of the National Library	Member
Mr. Engracio Pabre, Director of Religious Affairs	Member
Fr. Julius Landwehr, Secretary of the Archbishop of Manila	Member
Mr. Francisco Santiago	Member
Mr. Julio Esteban Anguita	Member

The Committee shall make the necessary arrangements for the repair of the bamboo organ so that it may be put in good working condition and properly conserved for posterity. The cost of the repair work shall be charged against a fund voluntarily contributed by Marquis Yorisada Tokugawa, the Chairman and members of the Executive Commission, and the Archbishop of Manila.

The Committee shall submit a report as soon as the repair work has been completed.

Done in the City of Manila, Philippines, this 24th day of October, 1942.

(Sgd.) JORGE B. VARGAS
Chairman of the Executive Commission

Source: Office of the Solicitor General Library

ADMINISTRATIVE ORDINANCE NO. 9
(As amended by Administrative Ordinance No. 14,
issued on September 23, 1942.)

CONCERNING THE RESTRICTION OF THE USAGE AND OPERATION OF MOTOR VEHICLES.

TRAFFIC SECTION

ARTICLE I. All usage and operation of motor vehicles, either for official, public or personal purposes, is strictly prohibited, except for the motor cars authorized by the Military Administration of the Japanese Imperial Forces when such vehicles fall under one of the following categories:

- (1) Vehicles used by Government, Municipal and/ or public offices.
- (2) Vehicles used for the transportation of essential goods and commodities.
- (3) Vehicles used as public conveyances.
- (4) Vehicles used by newspapers and similar agencies in pursuit of their duties.
- (5) Vehicles used for the transportation of patients and by physicians in pursuit of their profession.
- (6) Vehicles not included in any of the foregoing, but deemed of special importance by the Japanese Military Administration.

The date of effectivity of the prohibition as mentioned above shall be September 1 in the cities and Provinces mentioned below. In the other provinces, the chief of the corresponding branch of the Japanese Military Administration will fix such date.

Ilocos Norte, Ilocos Sur, La Union, Pangasinan, Nueva Vizcaya, Mountain Province, Tarlac, Nueva Ecija, Pampanga, Bulacan, Cavite, Zambales, Laguna, Batangas, Tayabas, Rizal, City of Manila, City of Cavite and City of Baguio.

ART. II. Application for the permit described in the foregoing article shall be made on forms specially provided for this purpose, by firms, factories, or other legal persons through their respective provincial offices.

In the case of the City of Manila, application is to be made through the Bureau of Transportation, Department of Public Works and Communications, and in the case of other chartered cities, through the office of the mayor.

ART. III. Upon approval, a permit for operation and usage of motor vehicles together with an identification sticker will be issued.

The permit and sticker mentioned in the foregoing paragraph shall be valid in every province and municipality.

Article IV is modified as follows:

ART. IV. The Central Administrative Organization with the approval of the Japanese Military Administration will provide for the disposition of cases of violation of article I of this ordinance or of the regulations in the permit and identification sticker.

ART. V. Suppressed.

Supplementary stipulations—

ART. VI. Effective on August 31, 1942, sections 1 and 2 of the proclamation pertaining to the restriction of the usage of motor vehicles and declaration of ownership and/or possession of motor vehicles, gasoline, etc. issued January 14, 1942, will be considered null and void.

ART. VII. Any person and/or persons to whom permit for operation and usage has already been granted under the provisions of the proclamation mentioned in article VI shall be considered as having been granted permit under article I of the present administrative ordinance, and therefore such permit shall be valid.

Source: Office of the Solicitor General Library

OFFICE OF THE CHAIRMAN OF THE
EXECUTIVE COMMISSION
MALACANAN PALACE
BY THE CHAIRMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 11

ENFORCING THE PROVISIONS OF EXECUTIVE ORDER NO. 77, CREATING DISTRICT AND NEIGHBORHOOD ASSOCIATIONS IN THE CITIES OF MANILA, CAVITE AND SAN PABLO AND IN CERTAIN MUNICIPALITIES OF THE PROVINCES OF BATAAN, BATANGAS, BULACAN, CAVITE, LAGUNA, MINDORO, NUEVA ECIJA, PAMPANGA, PANGASINAN, RIZAL, TARLAC, TAYABAS AND ZAMBALES.

Whereas, section 28 of Executive Order No. 77, dated August 7, 1942, creating district and neighborhood associations and defining their powers, duties and responsibilities, provides that the area or areas where the provisions of said Order should be in force and the date of their enforcement shall be prescribed later;

Whereas, the conditions of peace and order in the following cities and municipalities would now permit the regular functioning therein of district and neighborhood associations:

Cities.—Manila, Cavite, and San Pablo.

Provinces	Municipalities
Bataan	Orani and Dinalupihan
Batangas	Batangas, Lipa, Nasugbu, Taal, and Tanauan
Bulacan	Malolos, San Miguel, Baliwag, Angat, and Hagonoy.
Cavite	Imus, Dasmariñas, Naic, and Alfonso.
Laguna	Santa Cruz, Calamba, and Siniloan.
Mindoro	Calapan, San Jose, and Pola.
Nueva Ecija	Cabanatuan, Gapan, San Jose, Zaragoza, and Cuyapo.
Pampanga	San Fernando, Angeles, Arayat, San Simon, Macabebe, and Magalang.
Pangasinan	Dagupan, Lingayen, Binalonan, Tayug, Rosales, and Alaminos.
Rizal	Pasig, Antipolo, Pililla, and Montalban.
Tarlac	Tarlac, Moncada, Camiling, Concepcion, Bamban, and Victoria.
Tayabas	Lucena, Lucban, Atimonan, Lopez, and Sariaya.
Zambales	Iba, Santa Cruz, Cabangan, and San Narciso.

Now, therefore, pursuant to the authority conferred upon me as Head of the Central Administrative Organization by Order No. 1 of the Commander-in-Chief of the Imperial Japanese Forces in the Philippines and to section 28 of Executive Order No. 77, and upon the recommendation of the Commissioner of the Interior, I hereby declare the provisions of Executive Order No. 77 to be in force in the cities and municipalities above-mentioned effective upon the issuance of this Order and enjoin the authorities concerned to proceed immediately to the organization of district and neighborhood associations and to otherwise enforce the provisions of Executive Order No. 77 in said cities and municipalities.

Done in the City of Manila, Philippines, this 4th day of November, 1942.

(Sgd.) JORGE B. VARGAS
Chairman of the Executive Commission

Source: Office of the Solicitor General Library

OFFICE OF THE CHAIRMAN OF THE
EXECUTIVE COMMISSION
MALACANAN PALACE
BY THE CHAIRMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 12

PRESCRIBING ADDITIONAL REGULATIONS FOR THE OPERATION OF THE GOVERNMENT EMPLOYEES TRAINING INSTITUTE.

The following additional regulations are hereby prescribed for the guidance of officials and employees concerned in connection with the operation of the Government Employees Training Institute:

1. *Inclusive dates of the second term; registration of trainees.*—The second term of the Government Employees Training Institute shall open on Monday, January 18, 1943, and shall close on Monday, March 15, 1943.

The registration of the trainees for the said second term shall take place during the prescribed office hours on January 15 and 16, 1943, in the office of the Executive Officer and Registrar of the Institute.

The inclusive dates of subsequent terms of the Institute as well as the dates for the registration of the trainees therefor shall be announced in due time by the Executive Secretary to the Commission.

2. *Quotas of trainees.*—Each department, bureau or office of the Central Administrative Organization, including the Judicial Courts, the provinces and chartered cities, and the government owned or controlled corporations shall, for the second term of the Institute, send to the same the number of officials or employees indicated in the attached Appendix. The Commissioner of the Interior is authorized, in case of inability of any province or chartered city to cover the quota assigned thereto, to fill such deficiency with officials or employees from other provinces or chartered cities.

The Executive Secretary to the Commission is authorized to fix the quotas of the different departments, bureaus, and offices of the Central Administrative Organization, including the Judicial Courts, the provinces and chartered cities, and the government owned or controlled corporations for subsequent terms of the Institute.

3. *Selection of trainees.*—The officials or employees to be sent to the Institute shall be selected in accordance with the provisions of paragraph 7 of Administrative Order No. 7 of this office, dated October 15, 1942. No employee who is not a high-school graduate should be selected for scholarship in the Institute, although this restriction may be waived in the case of those who are eligible in the first grade civil service examination or its equivalent. The Provincial Governors and City Mayors shall select employees paid from provincial and city funds, respectively, provided that in the absence of qualified employees in their respective immediate offices, they may make selection from the employees of other offices within the province or city, whose salaries are paid from provincial and city funds, upon approval of the corresponding Commissioner of Department.

Only employees in good health should be selected for the scholarship. Every provincial or city employee selected for scholarship shall bring to the Institute a medical certificate signed by the respective District or City Health Officer, a resident physician of a government hospital or medical clinic, or a President of a Sanitary Division, showing that he is in good health, not incapacitated to undergo strenuous physical exercise, and not suffering from any contagious or communicable disease. Employees selected for scholarship who live in Manila shall report to the Superintendent of the Institute, corner of Zurbaran and Andalucia Streets, Manila, for physical examination between the 16th and 23rd of December, 1942.

A list of the employees selected for scholarship in the second term of the Institute must be sent to the Director of the Institute by the departments concerned not later than December 15, 1942, giving the following information: name, age, position, salary received, highest school work completed, and civil service examination.

Done in the City of Manila, Philippines, this 15th day of November, 1942.

(Sgd.) JORGE B. VARGAS

Chairman of the Executive Commission

Reference: Quota Of trainees for each bureau, office, province and chartered city

Source: Office of the Solicitor General Library

OFFICE OF THE CHAIRMAN OF THE
EXECUTIVE COMMISSION
MALACANAN PALACE
BY THE CHAIRMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 13

CREATING A COMMITTEE TO TAKE CHARGE OF THE CELEBRATION OF THE FIRST ANNIVERSARY OF THE GREATER EAST ASIA WAR.

Whereas, December 8, 1942, is the first anniversary of the Greater East Asia War;

Whereas, it is proper that this day be fittingly observed in order to draw the attention of the people to its significance;

Now, therefore, I, Jorge B. Vargas, as head of the Central Administrative Organization, do hereby constitute a Committee which shall take charge of making whatever arrangements may be deemed necessary to properly celebrate the day and do hereby appoint the following as chairman and members thereof:

Hon. Benigno S. Aquino	Chairman
Hon. Leon G. Guinto	Member
Hon. Sergio Bayan	Member
Hon. Camilo Osias	Member
Mr. Pedro Aunario	Member
Hon. Vicente Madrigal	Member
Hon. Alfonso Mendoza	Member
Mr. Benigno Ramos	Member
Hon. Jose Figueras	Member and Secretary

To help carry out its task, the Committee may create subcommittees and appoint the members hereof. All the officials and employees of the Central Administrative Organization are hereby enjoined to extend whatever assistance is requested of them by the Committee or by its subcommittees.

Done in the City of Manila, Philippines, this 17th day of November, 1942.

(Sgd.) JORGE B. VARGAS
Chairman of the Executive Commission

Source: Office of the Solicitor General Library

OFFICE OF THE CHAIRMAN OF THE
EXECUTIVE COMMISSION
MALACAÑAN PALACE
BY THE CHAIRMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 15

PRESCRIBING THE EFFECTIVE DATE OF THE PROVISIONS OF EXECUTIVE ORDER NO. 97,
DATED OCTOBER 12, 1942.

Whereas, paragraph 7 of Executive Order No. 97, dated October 12, 1942, provides that said "Order shall take effect as of January 23, 1942: *Provided*, That the Chairman of the Executive Commission may, in his discretion and in specific cases, determine the effective date of the application of the provisions of this Order to a province, city or municipality where the local government under the Philippine Executive Commission has been organized after January 23, 1942"; and

Whereas, according to the Commissioner of Finance, all the internal revenue funds collected and reported up to September 30, 1942, have already been appropriated and expended;

Now, therefore, pursuant to the authority conferred upon me as Head of the Central Administrative Organization by Order No. 1, and upon the recommendation of the Commissioner of Finance, it is hereby prescribed that the provisions of Executive Order No. 97, shall be effective in the various cities, provinces and municipalities as of October 1, 1942.

Done in the City of Manila, Philippines, this 24th day of December, 1942.

(Sgd.) JORGE B. VARGAS
Chairman of the Executive Commission

Source: Office of the Solicitor General Library

OFFICE OF THE CHAIRMAN OF THE
EXECUTIVE COMMISSION
MALACAÑAN PALACE
BY THE CHAIRMAN OF THE EXECUTIVE COMMISSION
ADMINISTRATIVE ORDER NO. 16

AUTHORIZING THE COMMISSIONER OF THE INTERIOR TO DETERMINE THE CITIES AND MUNICIPALITIES WHERE THE DISTRICT AND NEIGHBORHOOD ASSOCIATIONS SHALL BE ORGANIZED.

Whereas, section 28 of Executive Order No. 77, dated August 7, 1942, creating district and neighborhood associations and defining their powers, duties and responsibilities, provides that the area or areas where the provisions of said Executive Order shall be enforced and the date of their enforcement shall be prescribed later; and

Whereas, it is desirable that the establishment of district and neighborhood associations in cities and municipalities where the conditions of peace and order will permit their regular functioning should be done in a speedy and expeditious manner;

Now, therefore, pursuant to the authority conferred upon me as Head of the Central Administrative Organization by Order No. 1 of the Commander-in-Chief of the Imperial Japanese Forces in the Philippines, the Commissioner of the Interior is hereby authorized to determine and prescribe, upon the recommendation of the Director of Local Governments, the cities or municipalities where the provisions of Executive Order No. 77 shall be enforced and the date of their enforcement therein in addition to those enumerated in Administrative Order No. 11, dated November 4, 1942 and thereupon to proceed to the organization of district and neighborhood associations and the enforcement of the provisions of said Executive Order in such cities and municipalities.

Whenever the Commissioner of the Interior decides to enforce the provisions of Executive Order No. 77 in any city or municipality pursuant to authority herein conferred upon him, he shall forth with submit a report to the Chairman of the Executive Commission giving the names of the said cities or municipalities or any specified area or areas therein and the date of such enforcement in said localities.

Done in the City of Manila, Philippines, this 26th day of December, 1942.

(Sgd.) JORGE B. VARGAS
Chairman of the Executive Commission

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 1

CREATING THE NATIONAL MEMORIAL SERVICE COMMITTEE FOR THE WAR DEAD AT CAMP O'DONNELL, CAPAS, TARLAC.

For the purpose of holding a memorial service for the war dead at Camp O'Donnell, Capas, Tarlac, on November 2, 1943, there is hereby created a committee to be composed of the following:

Hon. Arsenio Bonifacio	Chairman
Gen. G. B. Francisco	Vice-Chairman
Hon. Sergio Aquino	Member
Mr. Engracio Fabre	Member
Gen. S. de Jesus	Member
Mrs. Josefa Jara Martinez	Member
Mrs. Geronima T. Pecson	Member
Mrs. Josefa Llanes Escoda	Member
Miss Lulu Reyes	Member
Miss Lourdes Alunan	Member
Miss Julieta Ledesma	Member
Mr. S. Infantado	Member and Secretary

It shall be the duty of this committee to make all the necessary arrangements for the most appropriate way of celebrating the occasion which shall include the holding of the following ceremonies:

- (a) Salute to the war dead.
- (b) One minute silent meditation and prayer in honor of the war dead.
- (c) Floral offering to the war dead.
- (d) Singing of the "Diwa ng Bayan" (National Anthem).

The Committee herein created is authorized to appoint such sub-committees as may be deemed necessary.

Done in the City of Manila, this 23rd day of October, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) JOSE GIL

Acting Executive Secretary

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 2

PROHIBITING THE GIVING OF GIFTS AND EXPENSE-INCURRING CELEBRATIONS BY EMPLOYEES FOR THEIR SUPERIORS AND ACCEPTANCE OF SUCH GIFTS BY THE LATTER.

It is a time-honored custom of our people to exchange gifts on Christmas Day, on birthdays or on wedding days. While this is a beautiful custom and should be preserved, its practice has been carried to a point where it constitutes a financial burden that many cannot well afford. One may express fine sentiments of friendship and respect with simple and inexpensive symbols. Sincere words of congratulations or simple bouquets of flowers, especially of one's private garden, could mean more than gifts possessing money value.

In order that the beautiful custom of exchanging gifts may be preserved and practiced without causing hardship to anyone, I, Jose P. Laurel, President of the Republic of the Philippines, announce that I will not accept any kind of gift and hereby direct, by virtue of the powers vested in me by law, that hereafter, the giving of gifts by subordinate officials or employees to their superiors and the acceptance of such gifts by the latter, as well as holding celebrations by subordinate employees in honor of their superior officers in any form that will bring expense to them, shall be prohibited.

Done in the City of Manila, Philippines, this 28th day of October, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) JOSE GIL

Acting Executive Secretary

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 3

CREATING AN AMNESTY BOARD

In order to assist the Minister of the Interior in carrying out the provisions of Proclamation No. 2, entitled "Granting a General Amnesty and Pardon to all Citizens of the Philippines Who Have Committed Crimes and Offenses of Political Nature," dated October 14, 1943, there is hereby created and constituted an Amnesty Board composed of the following:

General Jose de los Reyes, Chairman

General Juan Cailles, Member

General Mateo Capinpin, Member

It shall be the duty of this Board to contact and confer with *guerrilla* bands for the purpose of arranging for their surrender under the terms of the Amnesty Proclamation, to compile a roster of those who have availed themselves of the benefits thereof, to pass upon doubtful cases of surrender thereunder, and in general, to study such measures, formulate such recommendations and such policies as are calculated to fulfill the benign purposes of the aforesaid Amnesty Proclamation.

Given under my hand in the City of Manila, this 29th day of October, in the year of Our Lord, nineteen hundred and forty-three of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) JOSE GIL

Acting Executive Secretary

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 4

CREATING AN OFFICE EQUIPMENT REDISTRIBUTION COMMITTEE

Considering the present scarcity of office equipment being felt as newly-created bureaus and offices are organized, as well as the prevailing excessive prices of materials, there is hereby created and constituted a committee, which shall be known as the Office Equipment Redistribution Committee, to be composed of the following:

Mr. Manuel Agregado, Chairman

Mr. Placido Mapa, Member

Mr. Conrado Sevilla, Member

The Committee shall—

- (a) Take charge of determining the quantity and location of various articles of office equipment belonging to the National Government;
- (b) Determine the actual needs of each bureau or office for various kinds of office equipment;
- (c) Study the feasibility of assigning large or double desks to two or more employees;
- (d) Study the proper distribution of all office equipment among bureaus and offices of the National Government; and
- (e) Submit as soon as possible to the President of the Republic of the Philippines proper recommendations to carry out the purposes of this Order.

For the proper functioning of the Committee herein created, all the officials and employees of the National Government are hereby enjoined to extend whatever assistance may be requested of them by the Committee.

Done in the City of Manila, this 18th day of November, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) JOSE GIL

Acting Executive Secretary

Source: **Office of the Solicitor General Library**

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 5

FURTHER EXTENDING THE PERIOD FOR THE REGISTRATION OF EMERGENCY NOTES IN THE PROVINCE OF LEYTE.

By virtue of the power vested in me by law, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby extend, upon the recommendation of the Minister of Finance, the period for the registration of emergency notes in the province of Leyte to December 31, 1943.

Done in the City of Manila, this 18th day of November, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) JOSE GIL

Acting Executive Secretary

Source: **Office of the Solicitor General Library**

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 6

DIRECTING THE *KAPISANAN SA PAGLILINGKOD SA BAGONG PILIPINAS* (KALIBAPI) TO TAKE CHARGE OF THE CELEBRATION OF NATIONAL HEROES' DAY, NOVEMBER 30, 1943, ALL OVER THE PHILIPPINES.

Whereas, Executive Order No. 20 of the Chairman of the Philippine Executive Commission designates the thirtieth day of November as National Heroes' Day, a legal holiday; and

Whereas, the *Kapisanan sa Paglilingkod sa Bagong Pilipinas* (KALIBAPI) is properly organized to assume responsibility for the appropriate observance of this day;

Now, therefore, I, Jose P. Laurel, President of the Republic of the Philippines, by virtue of the powers conferred upon me by law, do hereby direct the *Kapisanan sa Paglilingkod sa Bagong Pilipinas* (KALIBAPI) to make the necessary preparations for, and take charge of, the celebration of National Heroes' Day all over the Philippines, requesting at the same time all elements of our population in and outside of the government to cooperate with the KALIBAPI in the observance of this day.

Done in the City of Manila, this 18th day of November, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) JOSE GIL

Acting Executive Secretary

Source: **Office of the Solicitor General Library**

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 7

EXTENDING THE PERIOD FOR THE REGISTRATION OF EMERGENCY NOTES IN THE PROVINCE OF MISAMIS ORIENTAL.

By virtue of the power vested in me by law, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby extend, upon the recommendation of the Minister of Finance, the period for the registration of emergency notes in the Province of Misamis Oriental to December 31, 1943.

Done in the City of Manila, this 27th day of November, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) JOSE G. SANVICTORES

Acting Executive Secretary

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA

BY THE PRESIDENT OF THE REPUBLIC OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 9

PROVIDING FOR THE CULTIVATION OF PUBLIC PLAZAS, GROUNDS, YARDS AND SIDEWALK PARKING FOR THE PRODUCTION OF VEGETABLES AND OTHER FOOD CROPS.

For the purpose of supplementing the provisions of Ordinance No. 2 entitled "Providing for the Cultivation of all Available Lands for the Production of Food Crops" promulgated by the President of the Republic of the Philippines on November 20, 1943, it is hereby ordered that—

1. All public plazas, yards, grounds and sidewalk parking shall be planted or caused to be planted by the government office or entity in charge thereof with vegetables and other food crops: *Provided*, That no building, tree, monument or other public work or improvement shall be destroyed; *And provided, further*, That the Food Administrator may exempt portion or portions of a public plaza, yard, ground or sidewalk parking from the operation of this Administrative Order.

2. If for any reason, the government office or entity in charge of a public plaza, yard, ground or sidewalk parking is not in a position to put it into cultivation, the chief or head of such office or entity may allow the same to be cultivated by private persons as community or individual gardens for the same purpose and under the same condition prescribed in paragraph 1 of this Order.

3. The crops produced under the provisions of paragraph 1 hereof may, in the discretion of the chief or head of the office or entity in charge of the public plaza, ground, yard or sidewalk parking be turned over to any government hospital, prison, asylum, or any similar public institution, for the use of the inmates of such institution, or may be disposed of and the proceeds therefrom used for charity or relief in such manner as may be determined by the Director of Public Welfare, with the approval of the Minister concerned.

The crops produced under paragraph 2 hereof shall belong to the grower and no rent for the use of the land shall be collected.

Done in the City of Manila, this third day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) JOSE G. SANVICTORES

Acting Executive Secretary

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 10

DIRECTING THE COUNCIL OF STATE TO TAKE CHARGE OF THE CELEBRATION OF RIZAL DAY FOR THE YEAR 1943.

In order to fittingly and properly observe the 30th day of December of this year, the anniversary of the martyrdom of Dr. Jose Rizal, our national hero, the Council of State is hereby designated and directed to make all the necessary arrangements for the most appropriate way of celebrating the occasion and to take charge of the celebration.

The ceremonies to be held in the City of Manila shall include:

(a) Pilgrimage to the Rizal Monument and to Fort Santiago by groups in the following order:

1. The President of the Republic of the Philippines, and the members of his Cabinet.
2. The Speaker and the members of the National Assembly.
3. The Chief Justice and Associate Justices of the Supreme Court.
4. The officials and employees of the ministries, bureaus and offices headed by their respective Vice-Ministers.
5. Schools and colleges.
6. Civic organizations and private firms.

(b) One minute silent meditation and prayer by each group in honor of our national hero and for the success of the Republic of the Philippines.

The Council of State shall receive the applications of those desiring to participate in this celebration and assign a definite hour for each group of participants: *Provided*, That the time to be assigned to the participants be so arranged that there will be a continuous flow of people at the places of pilgrimage. The Council of State may allow the placing of floral offerings to Dr. Jose Rizal at his monument at the Luneta. No music, floats or display of any gaiety shall be allowed.

In the provinces, municipalities and cities other than Manila, a local committee to take charge of the Rizal Day celebration in those communities with ceremonies similar to those to be held in Manila, shall be created with the Provincial Governor, the City Mayor or the Municipal Mayor, as the case may be, as chairman, and such persons as he may appoint as members. The spirit and form of celebration prescribed for the City of Manila shall be observed in provincial, city and municipal celebrations.

Done in the City of Manila, this third day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) JOSE G. SANVICTORES

Acting Executive Secretary

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 11

FURTHER EXTENDING THE PERIOD FOR THE REGISTRATION OF EMERGENCY NOTES IN THE PROVINCE OF LEYTE.

By virtue of the powers vested in me by law, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby extend, upon the recommendation of the Minister of Finance, the period for the registration of emergency notes in the Province of Leyte to March 31, 1944.

Done in the City of Manila, this twenty-second day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:
(Sgd.) JOSE GIL
Acting Assistant Executive Secretary
Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 12

REORGANIZING THE TEXTBOOK EXAMINING COMMITTEE

Whereas, Instruction No. 2 of the Director General of the Japanese Military Administration, dated January 18, 1942, created a Textbook Examining Committee consisting of Japanese and Filipino experts, for the purpose of examining textbooks for use in the schools and eliminating therefrom improper and unsuitable parts; and

Whereas, a re-orientation of its purposes as well as a change in its membership has become necessary in view of the change of sovereignty;

Now, therefore, I, Jose P. Laurel, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby reconstitute the Textbook Examining Committee to be composed of the following members:

Hon. Jorge Bocobo, Chairman

Hon. Gabriel Mañalac, Member

Dr. Francisco Benitez, Member

Dr. Mariano V. de los Santos, Member

Hon. Pedro Aunario, Member

Mr. Segundo Infantado, Member

Mrs. Pura Villanueva-Kalaw, Member

The Committee shall have charge of the selection and approval of textbooks to be used in all schools, colleges, and universities, whether public or private, and shall have the power to prohibit the use of any textbook which it may find to be against the law, not conducive to the fomentation of the basic educational policies of the State, or offensive to the dignity and honor of the Government and people of the Republic of the Philippines.

The members of the Committee are hereby prohibited to consider for adoption or to adopt any treatise, textbook or manuscript in whose authorship, editorship, or preparation a member of the Committee may have direct or indirect interest.

Done in the City of Manila, this twenty-third day of December, in the year of Our Lord, nineteen hundred and forty-three, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) PEDRO SABIDO

Acting Executive Secretary

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 13

PRESCRIBING FORM OF LETTERHEADS FOR USE BY THE REPUBLIC OF THE PHILIPPINES.

By virtue of the powers vested in me by law, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby order that, in the interest of efficiency and economy, a uniform style of printing letterheads be adopted for the use of the Republic of the Philippines.

1. The printing on letterheads for the ministries, bureaus, and offices of the Republic of the Philippines shall be:

- (a) REPUBLIKA NG PILIPINAS
TANGGAPAN NG PANGULO
- (b) REPUBLIKA NG PILIPINAS
TANGGAPAN NG PANGULO
KAWANIHAN NG
(Insert name of Bureau or Office)
- (c) REPUBLIKA NG PILIPINAS
KAGAWARAN NG
(Insert name of Ministry)
- (d) REPUBLIKA NG PILIPINAS
KAGAWARAN NG
(Insert name of Ministry)
- KAWANIHAN NG
(Insert name of Bureau or Office)

2. The printing on letterheads for all offices of Provincial, City and Municipal Governments shall be:

- (a) REPUBLIKA NG PILIPINAS
LALAWIGAN NG.....
(Insert name of Province)
(Name of Provincial Capital)
- (b) REPUBLIKA NG PILIPINAS
LUNSOD NG.....
(Insert name of City)
- (c) REPUBLIKA NG PILIPINAS
BAYAN NG
(Insert name of Municipality)
(Name of Province)

3. The printing on letterheads for the judicial courts shall be:

- (a) REPUBLIKA NG PILIPINAS
KATAAS-TAASANG HUKUMAN
- (b) REPUBLIKA NG PILIPINAS
HUKUMAN SA PAGHAHABOL
- (c) REPUBLIKA NG PILIPINAS
HUKUMANG UNANG DULUGAN
LALAWIGAN NG.....
(Insert name of Province)
- (d) REPUBLIKA NG PILIPINAS
HUKUMANG PAMBAYAN
LUNSOD NG
(Insert name of City)
- (e) REPUBLIKA NG PILIPINAS
HUKUMANG PAMAYAPA

BAYAN NG

(Insert name of Municipality)

LALAWIGAN NG.....

(Insert name of Province)

4. In the case of envelopes, another line shall be added containing the words "Sulat Pampamahalaan."
5. The names of officials or employees may not be printed on official stationery.
6. The use of letterheads in the English language for official correspondence with the governments of foreign countries or their representatives in the Philippines, as well as with representatives of foreign communities, shall be continued.
7. This Order is not to be understood as prohibiting the use of forms now in stock or already ordered until exhausted: *Provided, however,* That if the words "Commonwealth of the Philippines" and "Philippine Executive Commission" appear in any old stationery, the same shall be cancelled or blotted out and the words "Republika ng Pilipinas" or "Republic of the Philippines," as the case may be, shall be superimposed over the said words.
8. The Director of Printing is hereby directed to bring to the attention of the President any pertinent matter affecting the form and style of printing other official stationery not herein included.

Done in the City of Manila, this 3rd day of January, in the year of Our Lord, nineteen hundred and forty-four, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) PEDRO SABIDO

Acting Executive Secretary

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 14

REQUIRING PRIOR SUBMISSION TO THE MINISTER OF STATE FOR FOREIGN AFFAIRS OF PROGRAMS FOR OFFICIAL FUNCTIONS AND PUBLIC CEREMONIES WHEREIN THE PRESENCE OF HIGH OFFICIALS OF THE REPUBLIC OF THE PHILIPPINES AND REPRESENTATIVES OF FOREIGN GOVERNMENTS ARE EXPECTED.

In order to avoid possible causes of embarrassment for failure to observe proper respect and regard to officials of the Republic of the Philippines and representatives of foreign governments and to the governments which they represent in official functions or public ceremonies, it is hereby ordered that in the preparation of programs for official functions or public ceremonies wherein the presence of the President of the Republic of the Philippines, the Speaker of the National Assembly, the Chief Justice of the Supreme Court, and the Ministers of State, and representatives and high officials of foreign governments are expected, the official or person in charge of such programs shall submit a copy of the program, schedule or instructions for such function or public ceremony to the Minister of State for Foreign Affairs within a reasonable time in advance.

The Minister of State for Foreign Affairs shall examine such program, schedule or instructions and may modify, amend or prescribe additional instructions in order to carry into effect the purpose of this Order, and to make the same conform to the rules of precedence and relative ranks established by law and international usages.

Done in the City of Manila, this 25th day of January, in the year of Our Lord, nineteen hundred and forty-four, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
President of the Republic of the Philippines

By the President:
(Sgd.) PEDRO SABIDO
Executive Secretary
Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 15

CREATING A COMMITTEE TO DRAFT A FILIPINO CIVIC CODE

Pursuant to the authority vested in me by law, and upon recommendation of the National Education Board, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby create a Committee to undertake the preparation of a Filipino Civic Code for use as text-book in all schools and to serve as a guide for all Filipino citizens. The Committee shall be composed of the following:

Prof. Jaime C. de Veyra, Chairman
Dr. Mariano V. de los Santos, Member
Judge Jose D. Ingles, Member
Prof. Encarnacion Alzona, Member
Mr. Juan Collas, Member
Mr. Salvador P. Lopez, Member
Mr. Jose A. Lansang, Member

It shall be the duty of the Committee to go over the writings of Jose Rizal, Andres Bonifacio, Apolinario Mabini, Marcelo H. del Pilar, Jose Burgos, Emilio Jacinto and other national heroes, and to choose five quotations on each virtue worthy of emulation and cultivation; such as patriotism, fortitude, civic courage, self-reliance, industry, frugality, honor, justice, love of truth and faith in Divine Providence. The Committee shall recommend to the President for adoption what it shall consider the most appropriate among the five picked teachings on each trait, supporting each recommendation with an exposition containing actual anecdotes culled from the lives of the heroes to demonstrate that they practiced what they preached. The best thoughts selected by the President together with an appeal by him, shall constitute the Filipino Civic Code.

The Committee shall meet at the call of its Chairman at such time and place as may be designated by him, and shall submit its final report to the President within three months from the date hereof.

Done in the City of Manila, this 12th day of February, in the year of Our Lord, nineteen hundred and forty-four, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) PEDRO SABIDO

Executive Secretary

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 18

CREATING A PENSIONADO SELECTION COMMITTEE

There is hereby created and constituted a Pensionado Selection Committee to be composed of the following:

Hon. Gabriel Mañalac, Vice-Minister of Education	Chairman
Hon. Jose Gil, Acting Assistant Executive Secretary and Commissioner of Civil Service	Member
Dr. Mariano V. de los Santos, Director of Oriental Culture	Member
Dr. Francisco Africa, Chief, Division of International Cultural Relations, Ministry of Foreign Affairs	Member

The Committee shall take charge of the selection of government students (pensionados) to study in Japan during the year 1944 from among the qualified applicants in accordance with the rules and requirements prescribed for the purpose and shall submit the names of the applicants selected through the Minister of State for Foreign Affairs, to the President of the Republic of the Philippines for final approval.

Done in the City of Manila, this 1st day of March in the year of Our Lord, nineteen hundred and forty-four, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
President of the Republic of the Philippines

By the President:
(Sgd.) PEDRO SABIDO
Executive Secretary

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 19

APPOINTMENT AND ASSIGNMENT OF EMPLOYEES IN CONNECTION WITH THE REORGANIZATION

By virtue of the powers vested in me by Act No. 10, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby order:

1. The Appropriation Order covering the organization of the Government of the Republic of the Philippines, except the National Assembly, segregates the personnel of each Ministry, Bureau or Office under a principal and a supplemental service plantilla, the former covering what is presently considered the minimum requirements of the service in each of such units, and the latter the positions which the various ministries, bureaus and offices have determined, can be dispensed with without detriment to efficiency.
2. Subject to approval by the corresponding Ministers, the reappointments of personnel, as contemplated under the provisions of Executive Order No. 28, holding positions listed in the principal service plantilla will be made individually in the case of those who will be assigned to newly created positions or whose appointments will involve a change in salary, and in one list which will be made upon a form to be furnished by the Commissioner of Civil Service in the case of those to be reappointed without change of salary.
3. After it shall have been determined that in the interest of the service an officer or employee holding a position listed in the principal service plantilla should be extended an appointment the same as that for employees holding positions listed in the supplemental service plantilla, either upon his own solicitation or at the initiative of the office, the name of such officer or employee shall be included in the list mentioned in paragraphs 4 and 6 of this Order. In such case, his appointment shall automatically expire on December 31, 1944.
4. The reappointments of the personnel listed in the supplemental service plantilla shall be made in a separate list from that for personnel listed in the principal service plantilla, likewise upon a form to be furnished by the Commissioner of Civil Service. As in paragraph 2 these reappointments shall be subject to approval by the corresponding Ministers.
5. Each Minister shall take steps to assign immediately all personnel occupying position in the supplemental service plantilla, as well as those in the principal service plantilla whose services in Manila can be dispensed with, to the branches or offices, if any, in the province of his ministry or of the bureaus, offices, and instrumentalities under his jurisdiction, where the services of such personnel may be utilized to advantage. The place to which such employees shall be assigned shall thereafter and during their tenure of office be considered their new headquarters.
6. Each Minister shall submit to the President as soon as possible a list of all personnel in his ministry and in the bureaus, offices and instrumentalities under his jurisdiction occupying positions in the supplemental service plantilla as well as those occupying positions in the principal service plantilla whose services in Manila can be dispensed with, who are not needed in branches or offices in the provinces of the same ministry or of the bureaus, offices, and instrumentalities under it, and whose services until their separation from the service will consequently have to be used elsewhere. The list should include suggestions or recommendations as to the kind of assignment in the provinces that should be given to each of the employees in the list taking into consideration their special qualifications and aptitudes. For this purpose, the following data, in tabulated form, shall be given:
 - (a) The name of the employee concerned;
 - (b) Provincial address;
 - (c) Names of the members of his family, their relationship to him, ages, sexes and civil status;
 - (d) The kind of work in the provinces which their natural aptitudes would fit them to do;
 - (e) Their present position under Act No. 20 as well as under the reorganized plantilla, principal or supplemental;
 - (f) Their present salaries;
 - (g) The work for which each one is to be individually assigned;

(b) A separate column to be headed "Remarks," shall be left unfilled.

7. When the assignments to the provinces shall have been approved, the corresponding ministries, bureaus and offices shall take immediate steps to release for the purpose the personnel involved. The expenses of travel from Manila to the places of assignment of all such employees, including those of the immediate and bona fide members of their respective families below 21 years of age, not to exceed in any case a total of ₱300, are hereby authorized as on official business, chargeable against the corresponding appropriations of the offices to which said employees pertain. For this purpose an advance; of not more than ₱300 may be given to each employee to cover the reasonable and necessary transportation expenses for himself and the members of his family. No bond for the amount so advanced shall be required, but upon reaching his destination each employee shall submit a reimbursement voucher to cover the transportation expenses actually incurred by him, and in case he fails to submit such voucher his salary for subsequent months shall be withheld and applied to the advance.

8. Upon arrival at their destination, all such employees shall, unless orders to the contrary shall have been given, be paid their salaries at the end of each month by the municipal treasurers of the municipalities wherein they are assigned upon presentation of proper credentials and certification of the rendition of service by the officer in the province or municipality to whom they shall be attached in accordance with their assignment. All advances made by municipal treasurers for this purpose shall be liquidated against the National Disbursing Funds held by the corresponding provincial treasurer. Authorized traveling expenses incurred after arrival at place of assignment shall be borne by the ministry, office, or instrumentality to which such employees are assigned.

Done in the City of Manila, this 7th day of March, in the year of Our Lord, nineteen hundred and forty-four, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
President of the Republic of the Philippines

By the President:

(Sgd.) PEDRO SABIDO

Executive Secretary

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 22

EXTENDING THE PERIOD FOR THE REDEMPTION OF REGISTERED EMERGENCY NOTES IN THE PROVINCE OF LANAOS.

By virtue of the power vested in me by law, I, Jose P. Laurel, President of the Republic of the Philippines, do hereby extend, upon the recommendation of the Minister of Finance, the period for the redemption of the registered emergency notes in the Province of Lanaos to May 31, 1944.

Done in the City of Manila, this 3rd day of May, in the year of Our Lord, nineteen hundred and forty-four, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) PEDRO SABIDO

Executive Secretary

Source: Office of the Solicitor General Library

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
MANILA
BY THE PRESIDENT OF THE REPUBLIC
OF THE PHILIPPINES
ADMINISTRATIVE ORDER NO. 23

SUSPENDING ALL CLASSES ON JUNE 19, 1944

In order to properly observe Rizal's birthday this year which has also been declared as "Kapariz Day" by Proclamation No. 18, dated June 7, 1944, and which marks the date of the launching of the national youth brotherhood "Kabataang Pangarap ni Rizal," I, Jose P. Laurel, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order the suspension of the holding of classes in all schools, public and private, on Monday, June 19, 1944.

Done in the City of Manila, this 17th day of June, in the year of Our Lord, nineteen hundred and forty-four, and of the Republic of the Philippines, the first.

(Sgd.) JOSE P. LAUREL
*President of the Republic
of the Philippines*

By the President:

(Sgd.) PEDRO SABIDO

Executive Secretary

Source: Office of the Solicitor General Library

Administrative Ordinance No. 20
CONCERNING METHOD OF PAYMENT OF
SALARIES

November 19, 1942

ARTICLE 1. With respect to the payment of salaries, wages and recompenses (hereafter to be known as salaries) of employees, all government offices, banks, business firms, corporations and associations (hereafter to include branches and agencies) must deduct from the salaries of each employee the amount calculated according to the schedule mentioned below, and the amount so deducted is to be deposited with the banking and financial institutions by the employer, provided, however, that the above provision shall not be applied to the person receiving salaries not exceeding ₱200 per month:

(1) Thirty percent upon the amount by which such total salaries exceed P200 but not exceeding ₱300 per month.

(2) Forty percent upon the amount by w such total salaries exceed ₱300 per month.

(3) All the sums in excess of ₱500, if any cash payment of salaries exceed the sum of ₱500 after the above-prescribed amounts have been deducted.

ART. 2. The deposits prescribed in the preceding article must be made under the respective names of individual employees, but the corresponding deposit receipts, certificates or pass books should be kept en bloc by the employer and not to be delivered to any employee.

ART. 3. The deposits provided in this ordinance shall not be allowed to be withdrawn unless otherwise permitted by the Japanese Military Administration, provided that the depositor shall have no more duty to deposit on account of the death, resignation or transfer outside of the Philippines. All payments of deposits shall be made by crossed cheques.

ART. 4. The banking and financial institutions shall specially mark "Forced saving account" on the deposit receipts, certificates or pass books for the deposits provided for in this ordinance.

ART. 5. The government offices, banks, business firms, corporations, and associations are required to report to the office of the Japanese Military Administration the names of banking and financial institutions with which the deposits are made, the number of depositors, the amounts of deposits and withdrawals and the aggregate amount of deposit balance as of the end of June and December of every year.

ART. 6. Any head officer, director, president, manager or representative and person in charge of the government offices, banks, business firms, corporations and associations who violates the above mentioned provisions shall be severely punished in accordance with the Military Laws.

ADDITIONAL PROVISION

This Ordinance shall be enforced on and after the first day of December, 1942, at any place in the Philippines where the licensed banking and financial institutions are located.

The outstanding balances deposited under the proclamation concerning method of payment of salaries, dated 23rd of January, 1942, shall be transferred to the new accounts.

DIRECTOR GENERAL
JAPANESE MILITARY ADMINISTRATION

Source: Office of the Solicitor General Library